

Dear Adoptive Parents and Adoption Service Providers:

On September 1, 2013 the State Department began a worldwide implementation of the DS-260/261 in lieu of the DS-230/3032. This is a necessary first step for the transition to Immigrant Visa Paperless Processing (IVPP).

Generally, all Beneficiaries submitting new cases that arrive at the National Visa Center (NVC) from U.S. Citizenship and Immigration Services (USCIS) on or after September 1 will be instructed to complete the DS-260/261 in lieu of the DS-230/3032.

The use of the DS-260 for the adopted children is already mandatory. As a result of this change, we are changing the process of adoption appointment scheduling, beginning immediately. Namely, we ask all adoptive parents going through the adoption process in Ukraine to email our Adoption Unit at: [kyivadoptions@state.gov](mailto:kyivadoptions@state.gov) with the following information:

- Full names of both adoptive parents
- Child's/children's **new** (post adoption)name(s)
- Date of birth for each adopted child

We need this information to open the electronic visa cases for your adopted children and we will then email you back with the instructions on how to complete the DS-260 form with your specific case number. You can email this information to us as soon as you have it.

Below, you can find a general step-by-step instructions on completion of a DS-260 form for your adopted child/children:

1. Please go to <https://ceac.state.gov/IV/Login.aspx>
2. Choose "Principal Applicant" or "Petitioner" in the first field
3. Enter your NVC/Embassy case number KEVXXXXXXXXXX in the second field
4. Insert your ID/Invoice number you have from NVC (if you cannot find it in your paperwork, please request it from NVC at [NVCAdoptions@state.gov](mailto:NVCAdoptions@state.gov) or call them at: (603) 334-0700, (Hours: Monday through Friday from 7:00 AM to 12:00 AM (Eastern Time));
5. If you have adopted more than one child, or the form does not work with **your Invoice number**, please contact our Adoption Unit at: [kyivadoptions@state.gov](mailto:kyivadoptions@state.gov) or call at: 044-521-5520; you may have a locally created case number, which will provide to you. In that case, instead of invoice number, you will insert the child's DOB, in the format **YYYYMMDD**.
6. Complete the DS-260 with the child's information
7. Please email or call our Adoption Unit if you have any questions and after you submit your application so that we can review it for accurateness and completeness [kyivadoptions@state.gov](mailto:kyivadoptions@state.gov) or call at: 044-521-5520

Please note that you can start completing the DS-260 as soon as you know the child's new name, date and place of birth and so on, but you cannot finalize it without the **child's passport information**. The Embassy personnel are not authorized to complete or make any changes to your form once it is electronically signed and submitted.

We encourage you to visit the following webpage for the DS-260 Immigrant Visa Electronic Application - Frequently Asked Questions (FAQs):

[http://travel.state.gov/visa/immigrants/info/info\\_5248.html#mandatory](http://travel.state.gov/visa/immigrants/info/info_5248.html#mandatory)

This notice is posted here: <http://ukraine.usembassy.gov/adoption-news.html>

The DS-260 guidance from the Children's Issues/State Department's website is available here:

[http://adoption.state.gov/about\\_us/adoption\\_alert.php](http://adoption.state.gov/about_us/adoption_alert.php)

Below you will see a print screen from the DS-260 Login page.

*Sincerely,*

*Adoption Unit/Immigrant Visa Unit  
Consular Section  
U.S. Embassy  
4 Igor Sikorsky Street  
Kyiv, Ukraine  
Tel: 38-044-521-5460*

*Fax: 38-044-521-5132*

[Kyivadoptions@state.gov](mailto:Kyivadoptions@state.gov)


<http://ukraine.usembassy.gov/adoption.html>



Immigrant Visa - Sign In

NVC Contact Information

https://ceac.state.gov/IV/Login.aspx



**U.S. DEPARTMENT of STATE**  
CONSULAR ELECTRONIC APPLICATION CENTER

Contact Us

Immigrant Visa

Sign In

1. Select one of the following roles that best describes your relationship to the case: Principal Applicant, Attorney, Petitioner, or Third-party Agent.

2. Enter the NVC case number located in the instructions that you received from the [National Visa Center \(NVC\)](#).

3. Enter the NVC Invoice ID Number provided to you by the NVC. The information is located in the NVC instructions you received.

4. Click on the Sign In Button.

I am the

PRINCIPAL APPLICANT


My NVC Case Number is

My Invoice ID Number is

Enter your KEVXXXXXXXXXX case number, provided by the NVC or Embassy

Enter Invoice ID received from NVC or the child's DOB in format YYYYDDMM (depending on instructions you get from the Embassy)

Sign In



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